

OTE-85-7527

10 APR 1985

MEMORANDUM FOR: Chairperson
Central Employee Activities Fund Board

FROM:
Director of Training and Education

SUBJECT: Request for CEAF Support for Career
Trainee Orientation Classes

REFERENCE: DDA 83-1465/7, 13 December 1983

1. Reference approved, for calendar year 1984, a request from the Family and Employee Liaison Office (FELO) for funding from the Central Employee Activities Fund (CEAF) for coffee and donuts for each Career Trainee orientation segment hosted by FELO.

2. We request continuation of CEAF funding of this program for calendar year 1985. From last year's disbursements, we estimate the cost for such refreshments would approximate \$30.00 per session or \$120.00 per year. Please note the Office of Finance has already reimbursed \$21.55 for the first 1985 program.

3. Because the Career Trainee Division makes arrangements for the refreshments, they will assume responsibility as the focal point for this program. Please direct any further questions to

extension (secure)

APPROVED:

Chairperson
Central Employee Activities Fund Board

Date

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